



PARKWAY BANK

What A Community Bank Should Be.

**** Job Posting ****

Position Title: Universal Teller
Posting Number: 23-043
Department: Park Ridge South

Status: Full-Time/Non-Exempt
Posting Date: 7/06/2023
Grade: 6

PARKWAY BANK

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=9e1eaeaf-e521-4fa2-b220-5814ec34b7de&ccId=19000101_000001&jobId=491097&lang=en_US&source=CC2

Location: 608 Higgins Rd.
Park Ridge, IL. 60068

Hours: Monday through Friday 7:45 a.m. – 5:15 p.m.
Saturday 8:15 a.m. -12:15 p.m.

Hours may change based on the needs of the bank, one day off during the week.

Parkway Bank is looking for a **Full-Time Teller** at our **Park Ridge (South), IL**. We are a locally owned and operated financial institution committed to offering the best in customer service, financial products, and services. We maintain a strong presence in our communities through donations, volunteer work, and education. Come be a part of our growing team!

Job Duties:

Responsible for receiving deposits for credit to customer's deposit and loan accounts (personal and commercial); verifying cash withdrawals and signature endorsements within established limits and securing required approval as necessary; scanning daily work; balancing daily transactions. In addition, tellers are responsible for ensuring quality customer service; maintaining acceptable teller difference records; and referring sales opportunities to the appropriate banking staff. Tellers are required to meet and/or exceed appropriate referral goals and perform other job functions as assigned by supervisor/manager.

Requirements:

- High school diploma, GED or currently pursuing.
- Three months cash handling
- Effective customer service and sales skills
- Good math and clerical skills
- Ability to effectively communicate (oral and written) with fellow employees and customers.
- Must be accurate and detail oriented.
- Ability to work varied hours/days as needed.
- Proficient using a PC, keyboard, and computer mouse.
- Basic knowledge of Outlook, Microsoft Word and Excel preferred.
- Ability to walk, sit, stoop, and stand for long periods of time.
- Ability to lift, move, push, or pull up to 25 pounds.

***Parkway Bank is an Equal Opportunity Employer
Minority/Female/Disability/Veteran***